



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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MEMORANDUM

Date: August 25, 2011

To: All Consultants

From: Karen B. Macdonald, PE
Prequalification Engineer

Re: Consultant Prequalification Submissions – REVISED Memorandum

Since October 2007, the web-based Consultant prequalification package submitted through the Professional Services Contracting System (PSCS) has been the only prequalification application accepted by INDOT's Prequalification Section. Consultants wishing to submit a prequalification package need to log in to PSCS through the INDOT Technical Application Pathway (ITAP) at the following address:

<https://itap.indot.in.gov/>

Companies previously registered through the INDOT Web Portal (IWP) should be able to log in through ITAP with the same user ID and password. Companies not currently registered will need to enroll as a New Business. New businesses enrolled in ITAP will then have to request the PSCS Prequalification Application. Consultants will no longer use a PIN to sign Parts 1-3 in the prequalification application.

Training videos are available on the ITAP website, including How to Enroll a Business and How to Request a New Application.

Instructions for completing the web-based prequalification package are available at:

<http://pscscapp.indot.in.gov/prequal/InstructionsPrequalification.pdf>

If you experience any problems with ITAP enrollment, please contact ITAP Support by using the link in the upper left of the ITAP login screen. If you hover your cursor over the link, it will state Contact ITAP Support.

Please note that we transferred data from IWP to ITAP on existing enrolled companies, plus we expanded the list of business types. In IWP, the only two options for external users was Consultant or Vendor. If you find that your company's business type is listed incorrectly, please contact us at ConsultantPrequalification@indot.in.gov. We believe that all prequalified consultants are listed as Consultants Requiring Prequalification. It is the other companies that may not have been correctly classified by business type.